



Software Release V6.1 JURY MANAGEMENT

Computer Arts, Inc. is pleased to announce the release of Jury Software V6.1. There are a lot of exciting features that will have a positive impact on our users.

The following pages detail the enhancements and changes that are included in this revision. Please share this documentation with all Jury users in your offices.

We appreciate the input from our users in helping to prioritize and aid in the development of all of our programs. If you have any questions, please feel free to contact the help desk.

Computer Arts, Inc.
Help Desk Support
(208) 955-0151 local
(800) 365-9335
caisupport@gocai.com

Don't forget to check our website
for additional Jury information...
<http://www.gocai.com>

1. From the CAI Home Page
2. Select **Jury Management** link for [documentation and support information](#)

**Additional documentation is added as it becomes available.*

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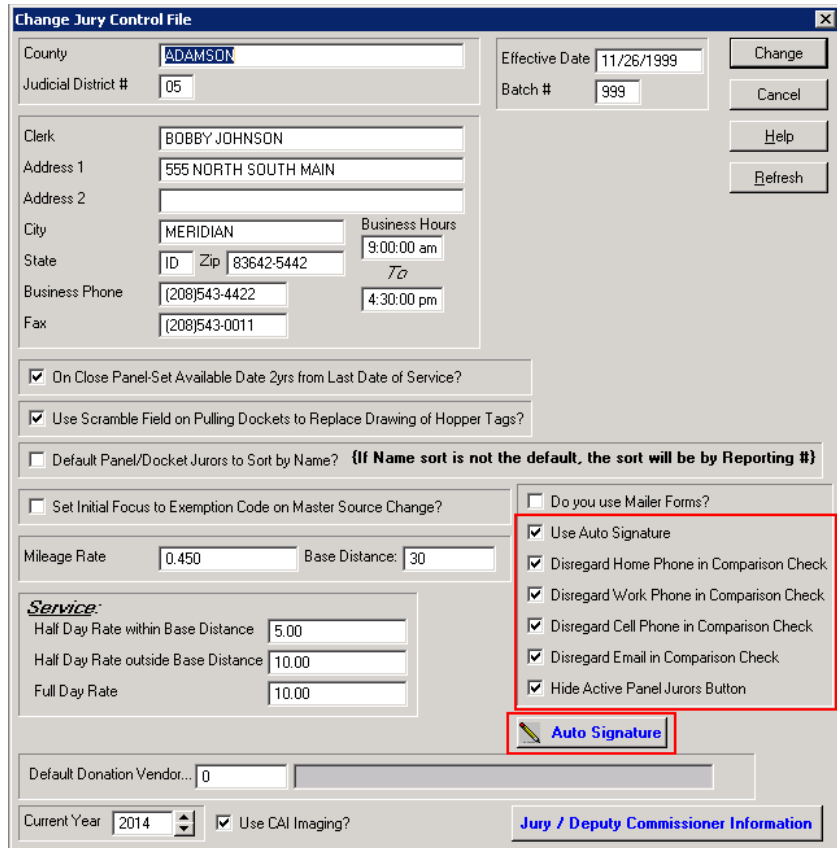
RELEASE DOCUMENTATION

Jury Control Menu

Jury Control File


The changes outlined below are enhancements that have been made to the Jury Control File.

From the *Jury Control Menu*, choose the  **Jury Control File** icon from the toolbar.

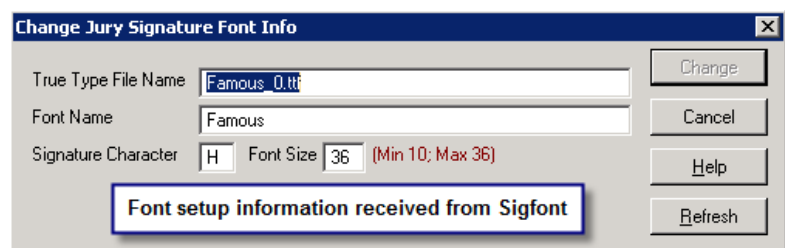


22370 – Added the ability to use Auto Signature font to automatically sign forms.

Note: If this option is selected a signature font must first be purchased from www.sigfont.com.



If 'Use Auto Signature' box is checked, additional setup is required by clicking the 'Auto Signature' button.



Signature will automatically appear on Jury Summons and Failure To Return reports.

IN THE DISTRICT COURT OF THE 85TH JUDICIAL DISTRICT
STATE OF IDAHO, IN AND FOR THE COUNTY OF ADAMSON

* * * J U R Y S U M M O N S * * *

YEAR: 2014
PANEL: 1
REPORTING NO: 1

HARRIS, THOM

DEAR JUROR:


YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THE FOLLOWING COURT TO SERVE AS A JUROR IN A TRIAL THEN AND THERE PENDING BEFORE SAID COURT:

COURT: DISTRICT
COUNTY: ADAMSON
DATE: 04/15/2014
TIME: 9:00 AM
COURT ROOM: 202
COURT LOCATION: 555 N. MAIN STREET
ROOM 202
MERIDIAN ID

DISTRICT CRIMINAL COURT
ADAMSON COUNTY VS. JAMES JOHNSON TRUCKING

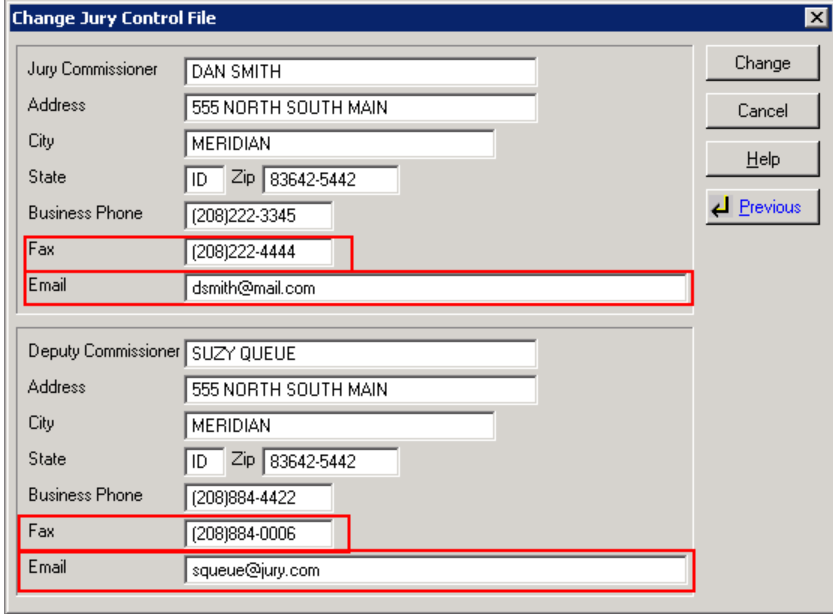
BY: 
DEPUTY CLERK / JURY COMMISSIONER

10548 & 14839– Added email address and fax number fields for Jury Commissioner and Deputy Commissioner contact information.

From the *Jury Control Menu*, choose the  **Jury Control File** icon from the toolbar then click

[Jury / Deputy Commissioner Information](#)


Jury / Deputy Commissioner Information button.

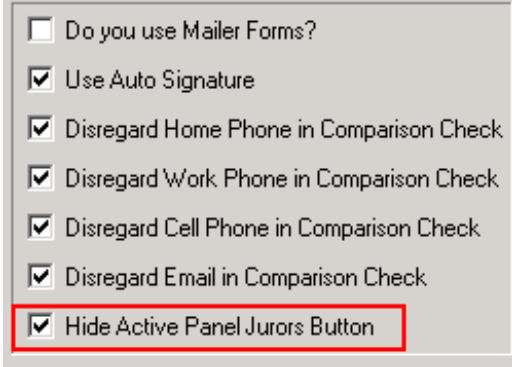


Jury Commissioner	
Jury Commissioner	DAN SMITH
Address	555 NORTH SOUTH MAIN
City	MERIDIAN
State	ID Zip 83642-5442
Business Phone	(208)222-3345
Fax	(208)222-4444
Email	dsmith@mail.com

Deputy Commissioner	
Deputy Commissioner	SUZY QUEUE
Address	555 NORTH SOUTH MAIN
City	MERIDIAN
State	ID Zip 83642-5442
Business Phone	(208)884-4422
Fax	(208)884-0006
Email	squeue@jury.com


20234 – Hide Active Panel Jurors Button.

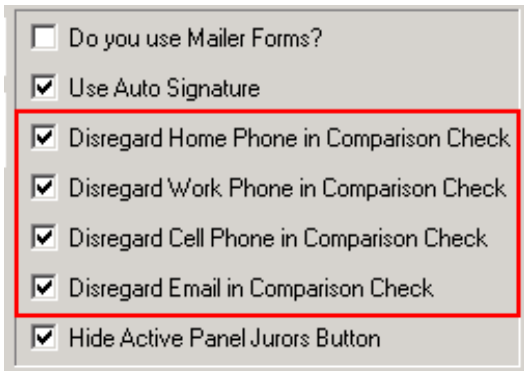
From the *Jury Control Menu*, choose the  **Jury Control File** icon and select the 'Hide Active Panel Jurors Button' box.



Do you use Mailer Forms?
 Use Auto Signature
 Disregard Home Phone in Comparison Check
 Disregard Work Phone in Comparison Check
 Disregard Cell Phone in Comparison Check
 Disregard Email in Comparison Check
 Hide Active Panel Jurors Button

10903 – Disregard phone numbers and email addresses during Voter / Driver vs. Master Source Comparison process.

From the *Jury Control Menu*, choose the  **Jury Control File** icon and select the appropriate boxes.



Do you use Mailer Forms?
 Use Auto Signature
 Disregard Home Phone in Comparison Check
 Disregard Work Phone in Comparison Check
 Disregard Cell Phone in Comparison Check
 Disregard Email in Comparison Check
 Hide Active Panel Jurors Button

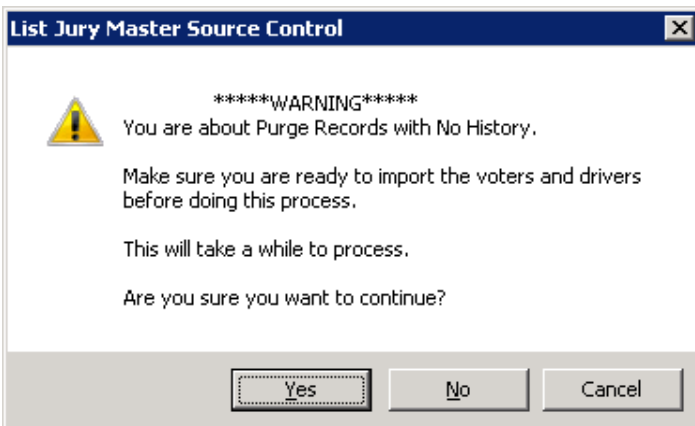
Jury Master Source List Update

22456– Mass remove records with no history from Master Source List.


*****Warning***** this optional process should only be done in conjunction with updating the Master Source List with new Voter / Driver information.

From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar.

Select  **Purge Records with No History** icon.





List Jury Master Source Control

 *****WARNING*****
You are about Purge Records with No History.
Make sure you are ready to import the voters and drivers before doing this process.
This will take a while to process.
Are you sure you want to continue?

Yes No Cancel



9795, 9798, 9853, 20163 – Add reference to the last time the voter / driver file has been updated.

From the *Jury Control Menu*, choose the  **Voter Master File** icon OR  **Driver License File** icon. Scroll to the last column on the right side to see 'File Updated Date'.


Code	File Updated Date
	3/7/2014
	3/7/2014
	3/7/2014
	3/7/2014
	3/7/2014
	3/7/2014
	3/7/2014
	3/7/2014
	3/7/2014


From the *Jury Main Menu*, select the  **Master Source List** icon and scroll to last two columns on right.

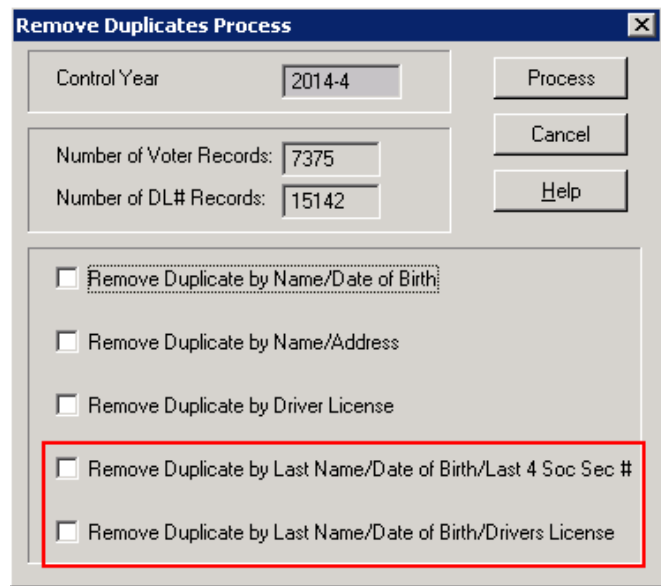
File Updated Date	Date Address Manually Changed
0/0/0000	0/0/0000
0/0/0000	0/0/0000
0/0/0000	0/0/0000
0/0/0000	0/0/0000
0/0/0000	0/0/0000
0/0/0000	0/0/0000
3/7/2014	0/0/0000
0/0/0000	0/0/0000
0/0/0000	11/4/2013

From the *Jury Main Menu*, select the  **Master Source List** icon, select a juror and click  **Change** icon. From *Change Master Source List* screen two new fields reference last date address updated manually and by the system.



16328, 15044, 2241, 2222, 8957, 8958 – Update duplicate removal process to catch more duplicate names.

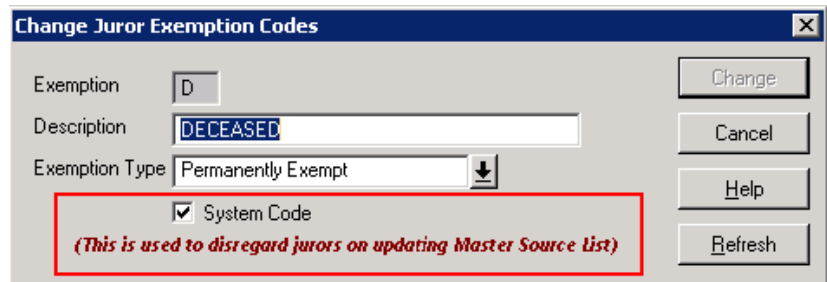
From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar.

Then select  **Remove Duplicates** icon. Process updated with new duplicate checks based on Last Name, Date of Birth, last 4 digits of Social Security Number and Last Name, Date of Birth, Drivers License Number.





14893, 16288, 16312, 22444, 21609 – Create process to ignore specific Permanently Exempt codes during Voter / Driver vs. Master Source List Comparison Process.


From the *Jury Control Menu*, choose the  **Exemption Codes** icon from the toolbar. Highlight Exemption Code you wish to ignore and click the  **Change** icon. From *Change Juror Exemption Codes* screen, check the 'System Code' box for all codes you want to disregard in the comparison process.



Note: Only select codes that you do not want system to compare (Deceased, Medically Disabled, Over 70, etc).

16329, 10903 – Changes made to Voter / Driver vs. Master Source Comparison process.

From the *Jury Control Menu*, choose the  **Jury Master Source Control** icon from the toolbar. Select the  **Process Records with Changes Against Master Source List** icon. Added references to Permanent Exemption code, and last time address was changed manually and by the system.


New columns added to *List Eligibility Wheel* grid for last date updated reference. Click  **Process Records with Changes Against Master Source List** icon and scroll to the last two columns on the right.

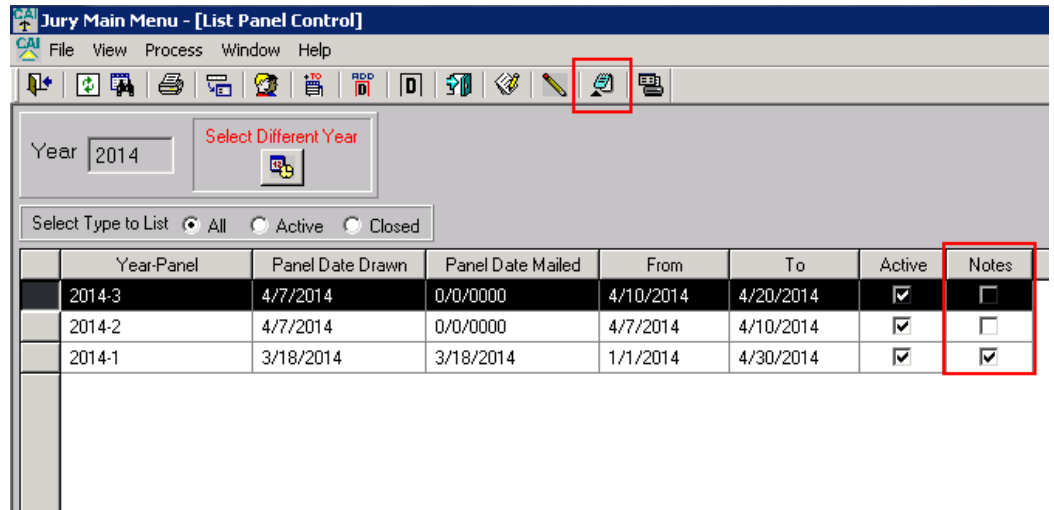
File Updated Date	Date Address Manually Changed
0/0/0000	0/0/0000
0/0/0000	0/0/0000
0/0/0000	0/0/0000
0/0/0000	0/0/0000
0/0/0000	0/0/0000
0/0/0000	0/0/0000

Jury Main Menu

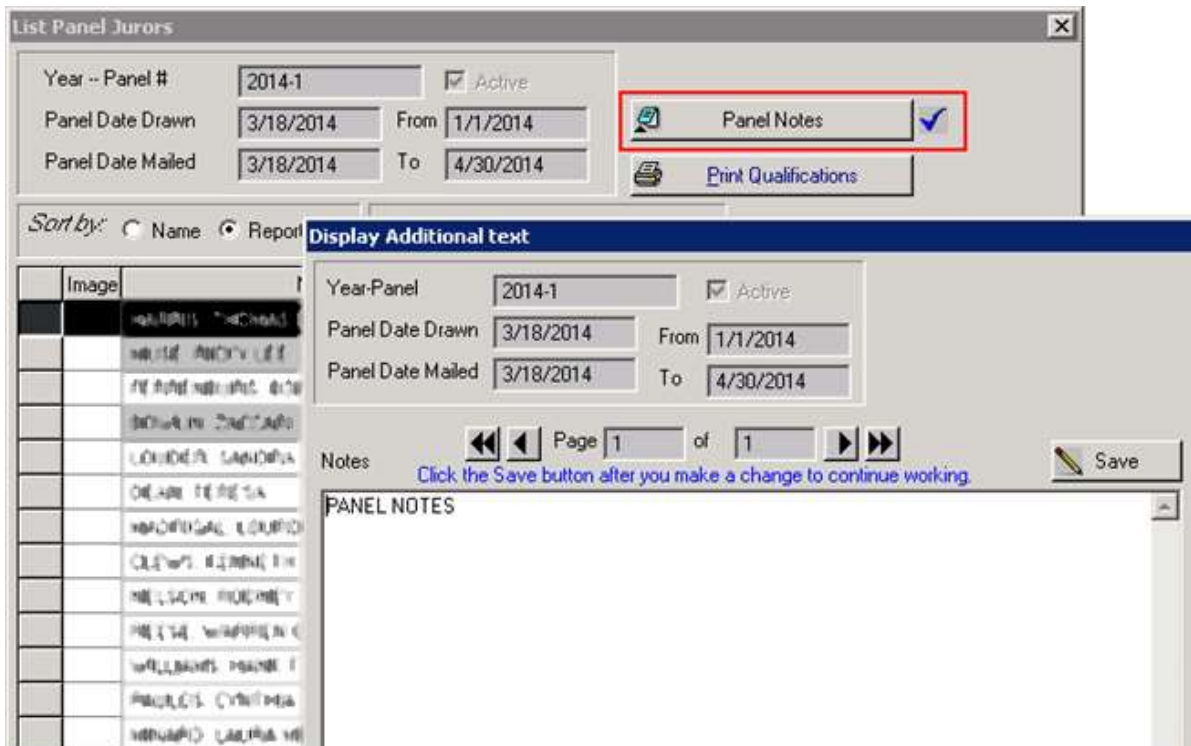
Panel

22376 – Added Notes to Panel.


From the *Jury Main Menu*, select the  **Jury Panel Control** icon, the *List Panel Control* will display.

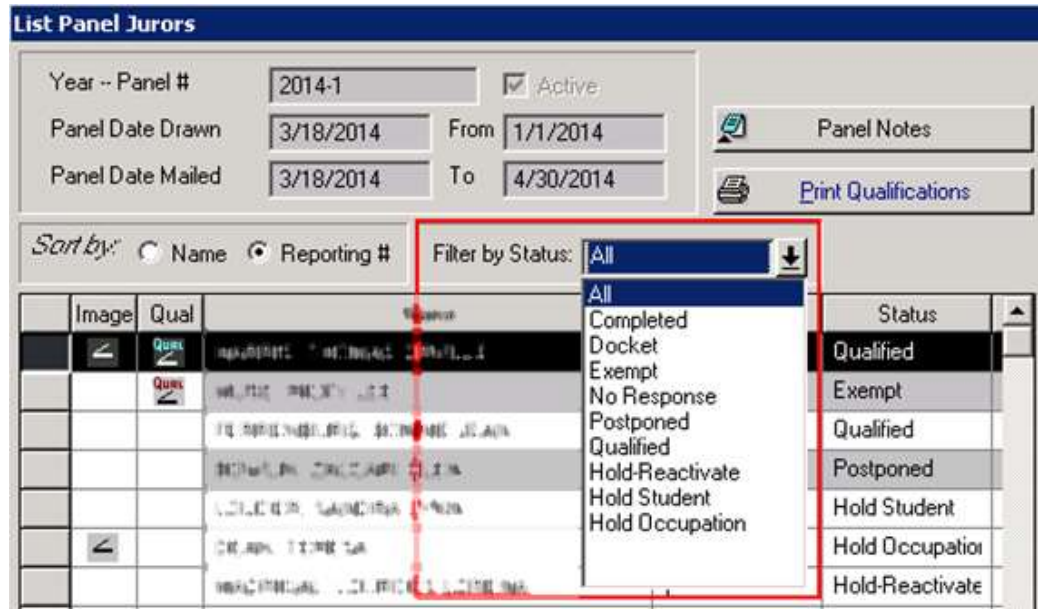


Notes from *List Panel Jurors* screen.



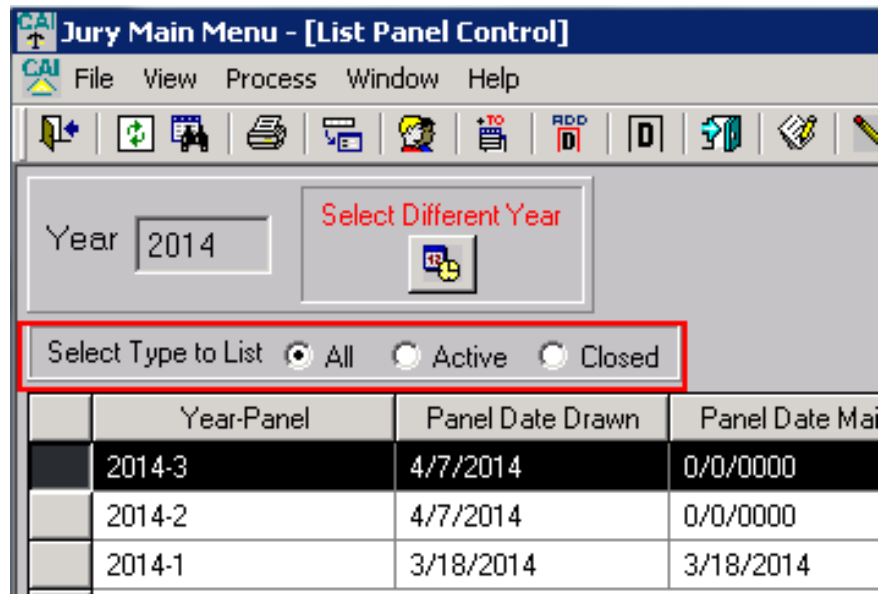
20235 – Added filter options on List Panel Jurors screen.

From the *Jury Main Menu*, select the  **Jury Panel Control** icon. Select Panel by highlighting and clicking the  **List Jurors on a Panel** icon.



22377 – Added filter options on Jury Panel Control screen.

From the *Jury Main Menu*, select the  **Jury Panel Control** icon, the *List Panel Control* will display.



20248 – New columns / options for viewing and printing scanned Qualification Forms.

From the *Jury Main Menu*, select the  **Jury Panel Control** icon. Select Panel by highlighting and clicking the  **List Jurors on a Panel** icon.

Image column = Images tied to Panel
Qual column = Scanned Qualification Form (scan on Change Master Source List screen)
Print Scanned Qualifications = Print all scanned Qualification Forms for selected Panel
View Scanned Qualifications = View all scanned Qualification Forms for selected Panel

Note: Qualification Forms are scanned / viewed on Change Master Source List Screen.

Docket

20235 – Added filter options on List Docket Jurors screen.



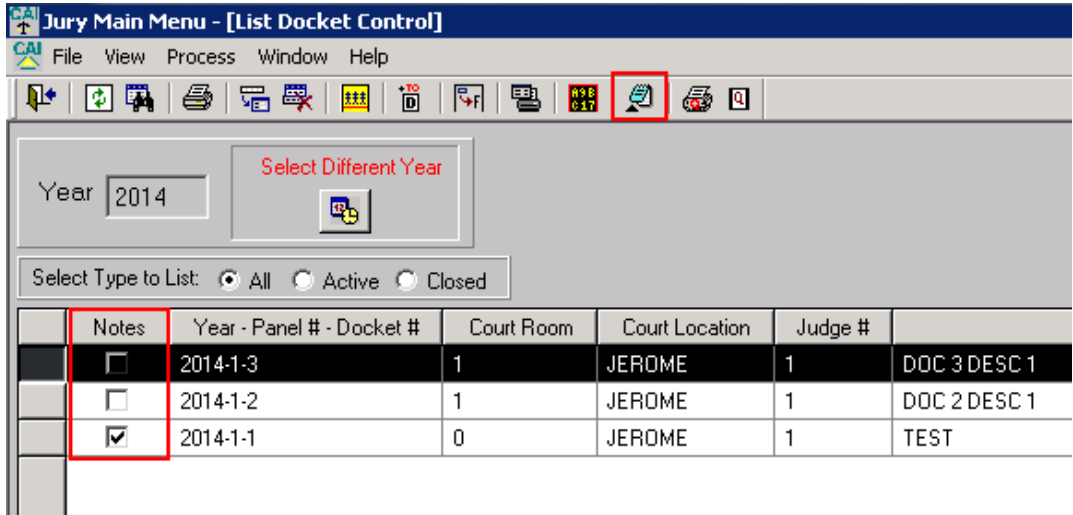
From the *Jury Main Menu*, select the  **Jury Docket Control** icon. Select Docket by highlighting and clicking the  **List Jurors** on a Docket icon.

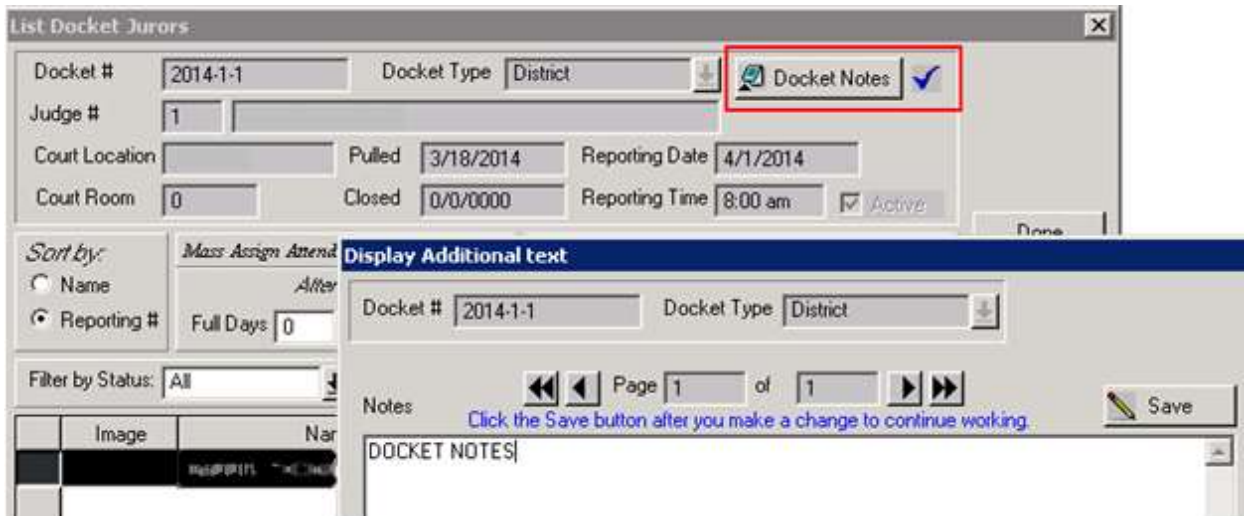
Image	Qu	Name	Reporting #
		B ORVILLE	1
		CHEL	77
		LENNA	78

22376 – Added Notes to Docket.



From the *Jury Main Menu*, select the **Jury Docket Control** icon, the *List Docket Control* will display.



Notes from *List Docket Jurors* screen.



4889 – Added new fields for reporting on Docket statistics.

From the *Jury Main Menu*, select the  **Jury Docket Control** icon, the *List Docket Control* will display. Click the  **Change** icon. *From Change Docket Control*, added fields to screen for new report *Docket Statistics (JY382)*.

Change Docket Control

Panel Year: 2014
Panel #: 1
Docket Control #: 3
Docket Type: District
Docket Control Active?:
Docket Control Desc.1:
Docket Control Desc.2:
Docket Control Desc.3:
Docket Control Desc.4: DOC 3 DESC 4
Reporting Date: 4/15/2014 Reporting Time: 9:00 am Expected Trial End Date: 4/20/2014
Court Room: 1
Judge #: 1
Court Location...: COUNTY COURTHOUSE

Trial Information Went to Trial
Trial End Date: 4/25/2014 Trial Length in Days: 10
of Jurors on Trial: 1
(Calculation is based on Jurors with Attendance)

Change
Cancel
Help
Refresh
Close

20248 – New columns / options for viewing and printing scanned Qualification Forms.

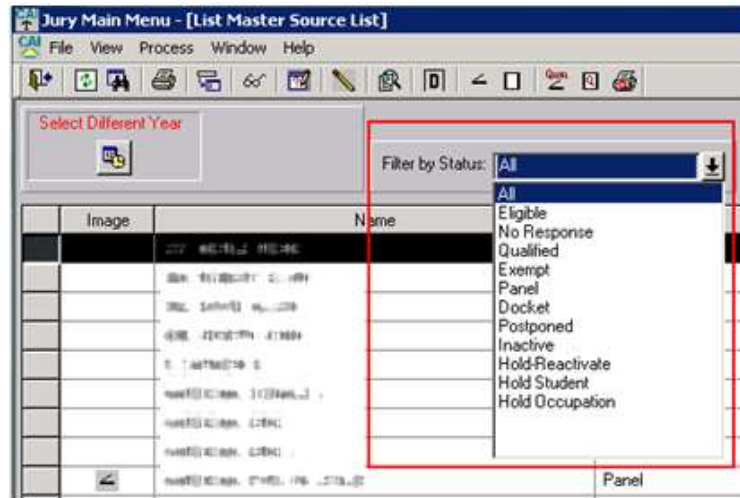
From the Jury Main Menu, select the **Jury Docket Control** icon. Select Docket by highlighting and clicking the **List Jurors on a Docket** icon.

- 1 - Image column = Scanned image tied to Panel
- 1 - Qual column = Scanned Qualification Form (scan on Change Master Source List screen)
- 2 - Printer 'Q' Icon = Prints all scanned Qualification Forms for Docket
- 3 - View 'P' Icon = View selected juror's Panel image


Master Source List

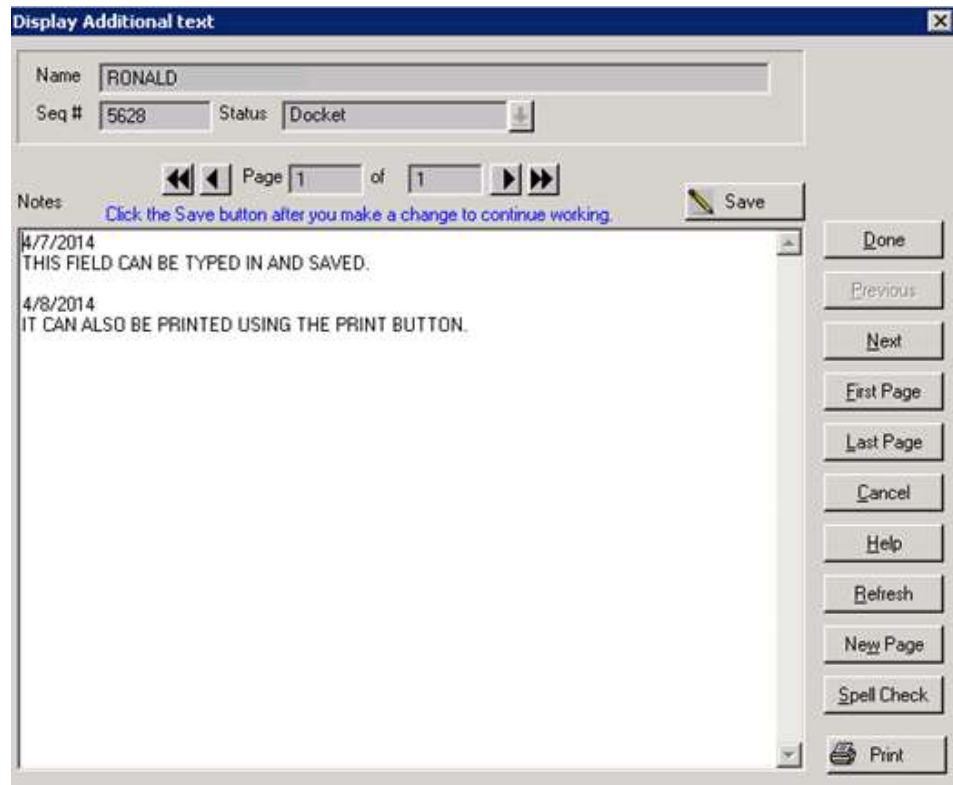
20235 – Added filter options on Master Source List screen.

From the *Jury Main Menu*, select the  **Master Source List** icon.



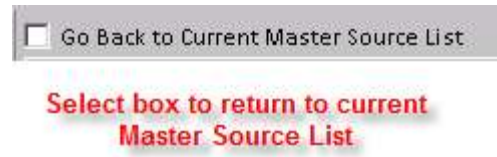
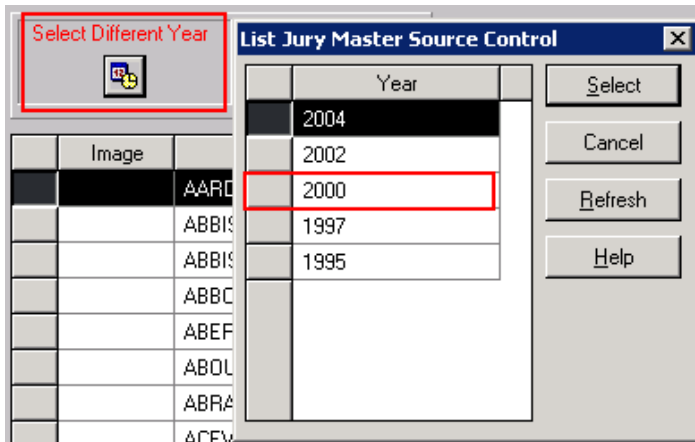
9900 – Updated Notes field on Master Source List screen to free format entry.

From the *Jury Main Menu*, select the  **Master Source List** icon. Select juror and click  **Change** icon. From *Change Master Source List* screen and click  **Notes** button.





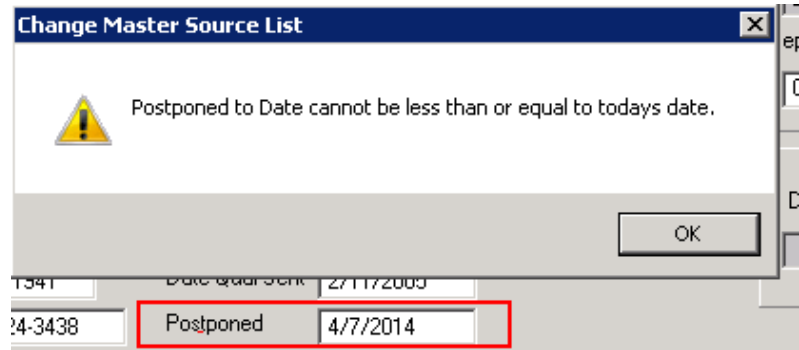
20181 – Add way to get back to current Master Source List if another year is selected.

From the *Jury Main Menu*, select the  **Master Source List** icon. If a different year is selected, a box will appear to allow you to get back to the current Master Source List.






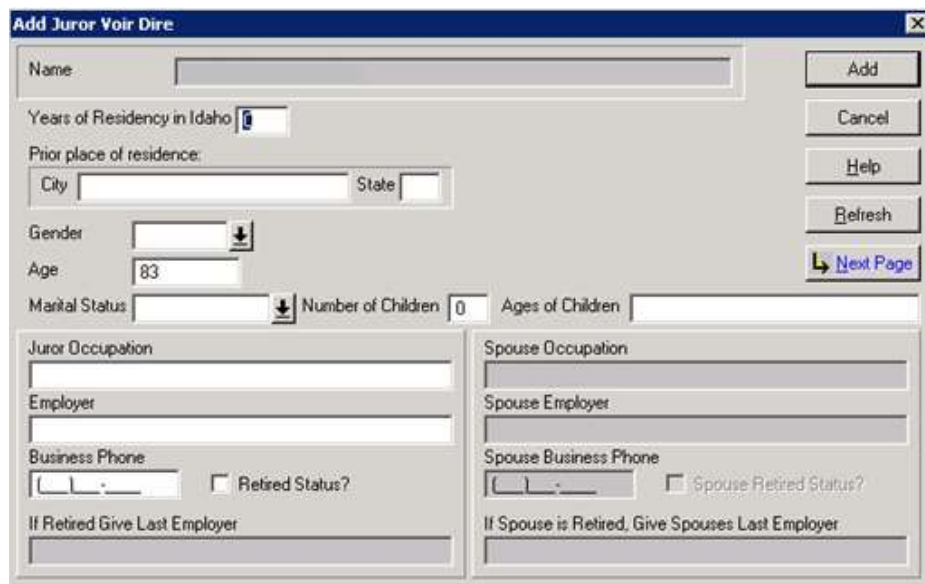
2144 – Add system check to prevent wrong Postponed Date entry.

From the *Jury Main Menu*, select the  **Master Source List** icon. Select juror and click  **Change** icon and from *Change Master Source List* screen enter date. Postponed Date entered will check to verify it is greater than today's date or system will error.



20238, 20247, 20214 – Change Voir Dire entry screen to match Qualification Form.

From the *Jury Main Menu*, select the  **Master Source List** icon. Select juror and click  **Change** icon and then click on the  **Voir Dire** button. The screen now matches the Qualification Form order for easier entry.



Add Juror Voir Dire

Have you or member of your family suffered serious bodily injury? Yes No No Response

Bodily Injury Desc.

Have you or any member of your immediate family been a party to a lawsuit? Yes No No Response

If so, which type:

When & Where

Have you ever been a defendant in a criminal action other than a traffic violation? Yes No No Response

If so, when & Where

Do you drive an automobile? Yes No No Response

Are you related to or a close friend of any law enforcement officer? Yes No No Response

Description:

Have you served as juror prior to this term? Yes No No Response



If so, when & Where

If you have served as a juror, what type of cases? Civil Criminal

Give number of miles one-way from your residence to the court house

Add Cancel Help Previous

223880 – Track all changes in Master Source List.

From the *Jury Main Menu*, select the  **Master Source List** icon. Select juror and click  **Change** icon. From *Change Master Source List* screen, all changes made to the Master Source List are tracked in the 'Name / Address History' and 'Jurors History' screens.

Change Master Source List

Last Name

First Name

Middle Suffix

Drivers License Donate Jury Fees?

Street **Mail**

Address 1

Address 2

City

State ID Zip ID Zip

{Copy Street Address to Mailing Address} Copy ->

Soc Sec # Distance

Birth Date Date Qual Sent

Home Phone Postponed

Work Phone Exemption...









Extension Available Date *[Temp Exemption]*





Cell Phone E-mail

Date Address was Manually Changed Assigned to a Panel? Voir Dire?

File Updated Date

Change Cancel All Cancel Help Refresh

 Voir Dire  E Excused  Source  Juror Panels  A  Juror Dockets  A  Scan

 Name/Address History  Jurors History  Notes  View

20248 – New columns / options for viewing and printing scanned Images and Qualification Forms from Master Source List.

From the *Jury Main Menu*, select the **Master Source List** icon.

Image	Qual	Name	Status
		MAJORITY, SINGLETON, CAIDATA	Panel
		MAJORITY, TADDELLA, JY001	Eligible
		MAJORITY, TADDELLA, JY002	Panel
		MAJORITY, TADDELLA, JY003	Panel
		MAJORITY, TADDELLA, JY004	Panel
		MAJORITY, TADDELLA, JY005	Exempt
		MAJORITY, TADDELLA, JY006	Panel
		MAJORITY, TADDELLA, JY007	Panel

1 - Image column = Scanned image tied to Master Source List juror
 1 - Qual column = Scanned Qualification Form
 2 - Printer 'Q' Icon = Prints scanned Qualification Forms for Juror, Docket, or All
 3 - Scan Qual Icon = Scan Qualification Forms for Selected Juror
 3 - View 'Q' Icon = View Qualification Forms for Selected Juror
 4 - Scan 'MS' Icon = Scan image for selected juror, tied to Master Source juror
 4 - View 'M' Icon = View image for selected juror, tied to Master Source juror

20213 – Add ability to sort reports by clicking on column headers.

Select any System Reports icon and click on the column header you wish to sort on.

Report Description	Report Name	Sort
EXEMPTION CODE LISTING	JY001	JY
VOIR DIRE - DOCKET	JY003D	JYI
VOIR DIRE - MASTER SOURCE	JY003W	JY*
REPORTS LIST	JY004	JYI
LABELS - PANEL	JY005	JY.
LABELS - DOCKET	JY006	JYI
LABELS - MASTER	JY007	JY*
JUDGE LISTING	JY008	JY.
COURT LOCATION LISTING	JY009	JY*
JUROR PAYMENT TYPE LIST	JY010	JYI
SUMMONS	JY011	JYI

Reports

Filters

22268 – Filter changed JYFTR2: Added an option to 'Include Address' to Failure to Report form.

Report: Failure to Report - Panel (JY313B)

The screenshot shows a dialog box titled "Default Filter For: JYFTR NOTICES - PANEL". It contains several input fields and options: "Panel Year" (2014), "Panel #" (0), "From Reporting #" (0), and "To Reporting #" (0). There are buttons for "Select Different Year", "Select a Panel", "OK", "Cancel", and "Help". A section titled "Enter the last Date and Time the person can appear" has "Date" (0/0/0000) and "Time" (12:00 am). Below that, there are radio buttons for "Jury Commissioner & Clerk", "Deputy Jury Commissioner & Clerk", and a checked "Include Address" checkbox. Other options include "Which Phone # do you wish to print?" (Jury Commissioner, Deputy Jury Commissioner) and "Sort By" (Alpha, Numeric). At the bottom, there is a "Select Address to Display" section (Street, Mailing) and a checkbox for "Do you wish to write a note to the notes file stating that the form was printed?".

22379 – Filter changed JPDCF1: Added options to filter by date range and Juror number.

Report: Payment Proof List (JY016)

The screenshot shows a dialog box titled "Default Filter For: PAYMENT PROOF LIST". It contains input fields for "Panel Year" (0), "Panel #" (0), and "Docket Control #" (0). There are buttons for "Select Different Year", "Select a Panel", "Select a Docket", "OK", "Cancel", and "Help". A section titled "Select Reporting # Range" has "From Reporting #" (0) and "To Reporting #" (0). Below that, there is a "Posted Date Range" section with "From Date" (0/0/0000) and "To Date" (0/0/0000), both highlighted with a red box. At the bottom, there is a "Master Seq #" field (0), also highlighted with a red box. On the right side, there are radio buttons for "All Payments", "Posted to Financial", and "Not Posted to Financial".

22460 – Filter changed PJCDF6: Added option to display Master Source List sequence number.

Report: Labels – Master (JY007)

The screenshot shows a dialog box titled "Default Filter For: LABELS - MASTER". It contains a "Sort By" section with radio buttons for "Alpha" (selected) and "Numeric". There are buttons for "OK", "Cancel", and "Help". Below that, there is a "Select Report" section with radio buttons for "Qualified" (selected), "Disqualified", and "All Jurors". At the bottom, there is a "Display Master Source List Seq #" checkbox, which is highlighted with a red box.

22397, 22453 – Filter changed PJQUAL: Added an option to ‘Send to Mailing Address’ and another option to ‘Sort by Zip Code’.

Report: Qualification Form (JY014)

Default Filter For: QUALIFICATION FORMS - PANEL

Panel Year: 2014 Select Different Year

Panel #: 0 Select a Panel

Select Reporting # Range
From Reporting #: 0 To Reporting #: 0

Sort By:
 Postponed Sort by Zip Code
 No Response
 All Jurors
Select Address to Display: Street Mailing

Do you wish to exclude the Questionnaire Form on the 2nd page?

Do you wish to exclude the Question to Donate Jury Fees?

Do you wish to exclude the following question below from the form?

If you have served or attended court for jury services in the past 24 months, do you wish to be excused from jury service during this term?

Specify Where To Donate Fees: (Optional)
Donate To: _____

Do you wish to write a note to the notes file stating that the form was printed?

9408 – Filter changed PJCDF6: Added option to filter by specific exemption code.

Report: Labels – Panel (JY005)

Default Filter For: LABELS - PANEL

Panel Year: 2014 Select Different Year

Panel #: 1 Select a Panel

Sort By:
 Alpha All Jurors
 Numeric Qualified Disqualified
 Postponed

Exemption... D

1 2

16077 – Filter changed JWCF3: Added option to filter by specific exemption code.

Report: Exempted Persons by Code (JY371)

Default Filter For: EXEMPTED PERSONS BY CODE

Select Sequence # Range
From Seq #: 0 To Seq #: 0

Exemption Code... D

Sort By:
 Alpha Print Only Temporary Exemptions?
 Numeric

Available Date Range
From Date: 0/0/0000 To Date: 0/0/0000

22457 – Filter changed PJCDF9: Added option to filter by Reporting Number.

Report: Notice of Jury Service (JY013)

Default Filter For: NOTICE OF JURY SERVICE

Panel Year: 2014 Select Different Year

Panel #: 0 Select a Panel

Sort Order: Alpha Numeric As Selected

Select: All Jurors Qualified Disqualified Postponed

Select Reporting # Range

From Reporting #: 0 To Reporting #: 0

Mark if you wish to print a Reminder Notice instead?

OK Cancel Help

New Reports

22441 Gooding

Docket Statistics (JY382) – Report shows Docket statistics for a selected year, including dates, length of trial, and number of Jurors.

22445 Bonner

Juror MS Notes (JY200) – New report for printing notes entered from the Change Master Source List screen.

15837 Minidoka

FTR Notices - Panel (JY313BM Custom) – New custom report for Failure to Report notice with auto signature feature.

Enhancements

18388 Benewah

Qualification Form - Benewah (JY0143B Custom) – Removed incorrect text from report.

20166 Valley

Jury Summons (JY011xx) – Added auto signature feature to Jury Summons.

Failure to Return (JY313xx) – Added auto signature feature to Failure to Return reports.

1183 Valley

Jury Summons (JY011xx) – Added option to print 'Date Mailed'.

1574 Latah

Qualification Forms (JY012xx, JY014xx) – Added ability to sort by zip code.

9988, 10984 Adams

Qualification Forms (JY012xx, JY014xx) – Added juror contact email to the form.

5083, 22395, 22455 Minidoka / User Groups

Qualification Forms (JY012xx, JY014xx) – Added filter option to print juror mailing address and changed Voir Dire screen to match Qualification Form.

22459 Clearwater

Label reports (JY005, JY006, JY007) – Added Master Source List sequence number to printed labels.

22439 Adams

All Jury Reports (JY003D, JY003W, JY019, JY332, JY334) – Added email address to listed reports and created option in Jury Control Menu to allow future contact information on any report to use this option.

22440 User Groups

All Jury Reports (JY0142J, JY303BM, JY011J) – Added fax number to listed reports and created option in Jury Control Menu to allow future contact information on any report to use this option.

22442 Bonner

Master Source Selection List (JY310) – Added column providing date juror information was last manually updated.

Bug\Fixes

20803 Blaine

FTR Card 4 Per - Panel (JY313H4) - Bug\Fix – Date displaying incorrectly.

20804 CAI

FTR Card 4 Per - Panel (JY313H4) - Bug\Fix – Fix misspelled word in first paragraph.

16076 CAI

All Jury Reports (JYxxx) – Bug\Fix - Updated sub-report links on all reports.

22011 Blaine

Jury Summons (JY011R) - Bug\Fix – Report cutting off last letter on right side.